

# Retention and Classification Report

**Agency:** Department of Workforce Services. Workforce Information  
Services Section (333)  
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Salt Lake City, UT 84111  
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**Records Officer** Kent Naisbitt

22140	Employer satisfaction surveys
23026	Job outlook reports
22133	Job seekers satisfaction surveys
22138	Service provider surveys
84123	Targeted jobs tax credit certification files

**AGENCY:** Department of Workforce Services. Workforce Information Services Section

**SERIES:** 22140

1

**TITLE:** Employer satisfaction surveys

**DATES:** 1997-

**ARRANGEMENT:** Chronological by data entry batch number

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

This survey documents the level of employer satisfaction with the services provided by the Department. The survey is conducted annually. Information may include type of employer and individual ratings of satisfaction with services provided by the Department to the employment providers. The information is compiled into an annual report which is retained permanently.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 months and then transfer to State Records Center. Retain in State Records Center for 33 months and then destroy.

**APPRAISAL:**

Administrative

This survey documents the level of employer satisfaction with the services provided by the Department. The survey is conducted annually. Information may include type of employer and individual ratings of satisfaction with services provided by the Department to the employment providers. The information is compiled into an annual report which is retained permanently.

**AGENCY:** Department of Workforce Services. Workforce Information Services  
Section

**SERIES:** 22140

**TITLE:** Employer satisfaction surveys

(continued)

**AGENCY:** Department of Workforce Services. Workforce Information Services Section

**SERIES:** 23026

3

**TITLE:** Job outlook reports

**DATES:** 1977-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 05/24/2011

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical

This series contains data created by the Department of Workforce Services, Workforce Information Division, which contain occupational employment projections. The purpose of the data/documents is to provide labor market information on the projected demand for various common occupations in Utah. It is for the use of job seekers, employment counselors, educational planners and administrators and legislators. The information pertains to projected employment by occupation, job outlook, top occupations, employment trends, and general training levels of

**AGENCY:** Department of Workforce Services. Workforce Information Services  
Section

**SERIES:** 23026

**TITLE:** Job outlook reports

(continued)

jobs.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Workforce Services. Workforce Information Services Section

**SERIES:** 22133

3

**TITLE:** Job seekers satisfaction surveys

**DATES:** 1997-

**ARRANGEMENT:** Alphabetical by Employment Center

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

This survey documents the level of the satisfaction of clients with the employment centers. The survey is conducted annually and is used to improve customer service. Information may include the type of service received by the client, degree of satisfaction in customer service areas such as response time, etc. The information is compiled into an annual report which is retained permanently.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 12/1999

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 months and then transfer to State Records Center. Retain in State Records Center for 33 months and then destroy.

**AGENCY:** Department of Workforce Services. Workforce Information Services  
Section

**SERIES:** 22133

**TITLE:** Job seekers satisfaction surveys

(continued)

**APPRAISAL:**

Administrative

This survey documents the level of the satisfaction of clients with the employment centers. The survey is conducted annually and is used to improve customer service. Information may include the type of service received by the client, degree of satisfaction in customer service areas such as response time, etc. The information is compiled into an annual report which is retained permanently.

**AGENCY:** Department of Workforce Services. Workforce Information Services  
Section  
**SERIES:** 22138 3  
**TITLE:** Service provider surveys  
**DATES:** 1997-  
**ARRANGEMENT:** Chronological, thereunder alphabetical by region and employment  
center  
**ANNUAL ACCUMULATION:** 2.00 cubic feet.  
**DESCRIPTION:**

This survey documents the level of satisfaction with service providers used by the employment centers. Information may include the type of service received by the client, individual ratings of satisfaction with services provided by the service providers, etc. The survey is conducted annually and is used to help improve the service being provided to clients. The information is compiled into an annual report which is retained permanently.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 12/1999

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 months and then transfer to State Records Center. Retain in State Records Center for 33 months and then destroy.



**AGENCY:** Department of Workforce Services. Workforce Information Services  
Section

**SERIES:** 22138

**TITLE:** Service provider surveys

(continued)

**APPRAISAL:**

Administrative

This survey documents the level of satisfaction with service providers used by the employment centers. Information may include the type of service received by the client, individual ratings of satisfaction with services provided by the service providers, etc. The survey is conducted annually and is used to help improve the service being provided to clients. The information is compiled into an annual report which is retained permanently.

**AGENCY:** Department of Workforce Services. Workforce Information Services Section

**SERIES:** 84123

3

**TITLE:** Targeted jobs tax credit certification files

**DATES:** 1981-

**ARRANGEMENT:** Alphabetical by employer name

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

This record documents certification of individuals under the federally funded Targeted Jobs Tax Credit (TJTC) program administered by Employment Security. This program enables employers to receive tax credit by employing individuals who meet certification qualifications. Potential eligibility is based on nine different targeted groups: general assistance recipients; handicapped individuals referred by state vocational rehabilitation services or the Veterans Administration; Supplemental Security Income recipients; Vietnam-era veterans who are economically disadvantaged; certain ex-offenders; youth, 18-22, from economically disadvantaged families; youth, 16-19, who are economically disadvantaged and participating in an approved cooperative education program; work incentive (WIN) participants and recipients of aid to families with dependent children (AFDC); and economically disadvantaged summer employees, 16-17 years of age, who have never before worked for an employer and who work for up to 90 days between May 1 and September 15th. The file contains: applicant characteristics form, tax credit eligibility statement, employment eligibility verification form, employer request for TJTC certification, employer tax credit voucher, and any supporting documentation or correspondence pertaining to TJTC eligibility criteria or certification, including letters of request and letters of denial. Until all materials are received on an applicant, pending files are created and arranged numerically by the last four digits of the social security number. Once processed they are filed alphabetically.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1991

**AGENCY:** Department of Workforce Services. Workforce Information Services  
Section

**SERIES:** 84123

**TITLE:** Targeted jobs tax credit certification files

(continued)

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after certification date, or issue date if not certified and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

Fiscal

Retention is based on federal government Employment and Training Handbook No. 377, August 16, 1988, Section IV Administration, E, 1 (a) which states that state employment security agencies "are required to keep TJTC records (applications, supporting documentation, etc.), including all records for withdrawn certifications, for a period of 5 years from the date of certification, or from the date of issue of the determinations which do not result in a certification. This time period conforms to the Internal Revenue Service Record Retention Requirements for Employment Taxes, which specifies that records be kept for 4 years after employment taxes are due."

**PRIMARY CLASSIFICATION:**

Private